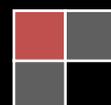




Unaccompanied Resident Brochure

2011

RAF Alconbury
Unaccompanied Housing
Building 652
01480 843115
DSN: 268 3115



Welcome to RAF Alconbury Unaccompanied Housing (UH)

Welcome to RAF Alconbury! We are proud of our base and sincerely hope your stay will be both pleasant and rewarding.

This brochure was developed to familiarize you with RAF Alconbury dormitory standards. Your knowledge and compliance with these standards will make your stay pleasant and more comfortable. When you have many people living in one place, it is imperative to ensure a safe, healthy and clean living environment. In the event questions or situations arise that are not addressed in this pamphlet, please bring them to the attention of the dormitory manager. We are committed to uphold these standards equally among all residents.

Violation of items listed in this brochure may result in disciplinary action under Article 92, *Uniform Code of Military Justice* (UCMJ), or such administrative actions as may be deemed appropriate. This brochure is applicable to all service personnel and organizations assigned to RAF Alconbury, RAF Molesworth or RAF Upwood.

Again, welcome to RAF Alconbury and we hope you have a rewarding assignment here.

Dormitory Management

YOUR UH MANAGEMENT TEAM		
Position	Name	Phone number
Chief Unaccompanied Housing	Mrs. Linda Bowyer	268-3506
Airman Dorm Leader	TSgt Forrest Booker	268-3115

OTHER USEFUL TELEPHONE NUMBERS

EMERGENCY, FIRE OR MEDICAL

911 From base DSN phone
999 From OFF BASE
841911 Commercial phone line
01480 841911 From your cell
Emergency Work Orders/Lockouts 268-3163

MILITARY ORGANIZATIONS

Medical Squadron 268-4503 or 01487 811030
Police non-emergency number 268-2400
Chapel – RAFA 268-3175
TMO Property 268-3357-- Passenger 268-3175

SERVICES

Arts and Crafts 268-3867
Auto skills 268-3701
Bowling Center 268-3682
Club (StukelEy Inn) 268-3382
Outdoor Recreation 268-3734
Daily Grind (Starbuck's) 268-3706
Information, Tickets and Travel (ITT) 268-3704
Lodging Office 268-6000
NYPD (Molesworth) 268-2221

AAFES

Alterations 268-3782
Auto Store 268-3435
Barber Shop-RAFA 268-3884
Barber Shop RAFM 268-2572
Base Exchange (BX) 268-3763
Dry Cleaners 268-3593
Shoppette-RAFA 268-3427
Shoppette-RAFM 268-2593

COMMERCIAL AGENCIES

BT (Phone/Internet provider) 0800-872-872
Community Bank 268-3160
Kessler Federal Credit Union 268-3861
One Tel 0800 957-9000
USAA (Insurance-Toll Free) 00-800-531-811110
Cable Com (your cable TV) 0845-3200028
NTL/Virgin Media 0800 1831234
SKY Satellite TV 0870 5800874
Vonage Phone/Internet 0808 1681001

HELP

TRIADD 0792241342/07922241343
Chaplain 268-3343 / 07775-720407
Mental Health 268-4552/07736-20859
Security Forces 268-2400
Base Commercial prefix is 01480-84xxxx, (drop 268)

Wireless Internet is available In ALL
Common areas - Visit Our Website!
<http://home.btconnect.com/dorms/>
-Ideas for stuff to do in the local area
-Sponsorship Information
-Facility Information
-Contact Information
-Room Inspections
-Events and More!

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GENERAL INFORMATION

Personnel Changes: Report any changes to your personal information to the Unaccompanied Housing (UH) Management Section, including changes in rank, name, duty and home (or mobile) telephone number(s), unit, squadron, office symbol, marital status, etc.

Dining Facility: RAF Alconbury does not have a dining facility.

Rooms Inspections: Commanders may direct formal or informal inspections. Unscheduled inspections will be made by the Installation Commander or Tenant Unit equivalent or their designee, on a no-notice (spot inspection) basis. Unit checklists will cover all items in Attachment 1, in addition to any items the units deem appropriate. NOTE: Unit commanders and/or First Sergeants/SECAs or designees will be offered the opportunity to accompany the inspection party.

To ensure inspection readiness, room and its contents should be maintained in a clean and orderly appearance at all times. Beds should be made unless occupied. Bedspreads or comforters should be used as outer covers. Carpets and rugs should be vacuumed and free from soil and stains. Trash bins shall be emptied daily, prior to work. Trash bags left outside your room door will be placed back inside. Please use the recycling area; it's good for the environment.

Room Decorations: Hanging pictures or posters are allowed if appropriate and not offensive in nature.

Limitations for room decorations:

- Illustrations, symbols or text that degrade, demean or insult persons of a specific religion, gender, race or national origin is prohibited. One example would include posters advocating KKK membership or a German Swastika.
- Further the aims of, encourage participation in, or suggest adherence to any organization, movement or group that unlawfully advocates or practices acts of force or violence to prevent others from exercising their rights under the laws of the United States or of any state, or which seek to overthrow the government of the United States or its subdivisions by unlawful means.
- Illustrations which depict or describe matters which would be offensive to host nation visitors.
- Pornographic images that depicts or describe obscene, profane or lewd matters, whether in cartoon form or otherwise. Images and/or likeness of sexual organs will not be displayed nor shall depictions or descriptions of any form of sexual nature shall be displayed.

Smoking: The entire dormitory building 652 is a non-tobacco use facility. Violators are punishable under Article 92 of the Uniform Code of Military Justice (UCMJ). Tobacco use is allowed at the barbeque pavilion. Personnel will keep the area free of all signs of tobacco use and dispose of materials appropriately.

Vehicle Parking: Parking is available in front of building 652 or the west of building 657. Parking is prohibited on grass, seeded or dirt areas. Do not park on crosswalks, fire lanes, or within 15 feet of a fire hydrant. Motorcycles should be parked in designated parking areas and not under dormitory staircases or on sidewalks.

Storage: Adequate and secure storage space is available on premise for dormitory residents to store personal property items.

Pets: With the exception of aquarium fish, no other pets are allowed in dormitory rooms. Aquariums must be well maintained and kept clean to prevent offensive odors and unhealthy conditions. You will be liable for any damage caused by water from leaking or broken aquariums.

Unauthorized Items: Persons subject to this instruction **WILL NOT** use or store the following items in their dormitory room:

- animals (except fish)
- automotive rebuilding parts and auto batteries
- flammable liquids (paint, lighter fluid, sterno fuel)
- cooking appliances except issued micro-wave, coffeepot, kettle
- open flames (candles, incense burners, oil lamps, gel candles, or smoking)
- multiple outlet extension cords
- live Christmas trees

Decorative candles may be displayed; however, they must **NOT** be lit.

Cleaning Equipment/Supplies: Products for lime scale removal and carpet cleaning, as well as vacuum cleaners can be signed out. Blankets, shower curtains (and rings), fan/light pull chains, curtains, light bulbs, and shift worker signs can be obtained from the dormitory manager during duty hours. Leave a request note in the drop box after duty hours.

BAH Entitlements/Waiting List: The dormitory manager maintains a BAH waiting list. The list is maintained in rank order. An occupancy rate of 90 % must be maintained before Priority 2 personnel can receive approval to reside on the local economy.

Insect Control: Report any insect/pest issues to the dormitory manager.

Telephone/Internet Installation: Commercial telephone and internet service connection is initially provided by British Telecom (BT). The toll-free number for activation is 0800-872872. You may opt to select a different service provider after line activation. (See Other Useful Phone Numbers page for a list of service providers and telephone numbers). Bills are charged quarterly; the first bill may be large, so budget in advance. There is wireless internet access in the dormitory.

Cable TV Installation: You are provided with Armed Forces Network (AFN) television free of charge. Go to www.afneurope.net for program times (all times are Central European). See Other Useful Phone Numbers page for a list of cable providers and telephone numbers.

Self Help Program: As an occupant, if you wish to paint your room another color, an AF Form 332, Civil Engineer Work Order Request, must be approved prior to any room alterations. Prior to you vacating your room, it must be restored to the original condition.

SECTION A – AIR FORCE RESPONSIBILITIES

Services: In support of this government-owned facility, UH management will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas and snow removal from streets.

Initial Inspection: The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of your assignment.

Maintenance and Repair (M&R): The Base Civil Engineer (BCE) has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, phone the UH Manager on 268-3115. For emergencies during off-duty hours, phone 268-3163.

Service Response: There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled.

Service Call	Response Time	Defined As
Emergency	1-4 Hrs	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air conditioning).
Urgent	< 5 days	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine	< 30 days	Work of a routine nature that does not meet the criteria of emergency or urgent.

Refuse Collection and Disposal: Place your room trash and garbage in the dumpsters provided. Garbage cans in the common areas are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells. The Civil Engineer Squadron will dispose of dead animals found on base. Disposal of unwanted electrical items in dumpsters is prohibited. Please contact the Environmental Office at 268-3168 for proper disposal instructions.

Lockouts: The UH Manager maintains a master key to all rooms. If locked out during duty hours, contact the UH Manager. After duty hours, weekends, and on holidays, the Billeting Office maintains a key to all rooms. Contact the Billeting Office front desk (Bldg 639), in person to sign out a key. Once you gain access to your room, immediately return the key to the Billeting Office. You will be charged \$5.00 for any lost key. If required, you will have to reimburse the government for the cost of rekeying the lock. If necessary, the UH Manager will assist you with payment procedures.

Exterior Building and Grounds Care: As a UH resident, you are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door. This may require sweeping or vacuuming the hallway or walkway around your room. The base normally maintains common areas on the campus. Residents are responsible for keeping the grounds around your facility clean; the UH Manager may require additional grounds care.

Snow Removal: Residents are responsible for assisting with removal of snow from the dormitory property area and surrounding sidewalks. Personnel can obtain snow and ice control materials and equipment through the Dorm Manager.

Appliances: The installation replaces and services installed ranges, refrigerators and microwaves. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

Laundry Facility (Washer and Dryer): Washer and dryer use is available for all dorm residents. Washing with full loads is recommended to conserve energy. Do not overload washers or dryers. Please be considerate of other residents by promptly removing your clothing from washers and dryers. You must clean the dryer trap before each use and dispose of any lint and dryer sheets in the trash bins provided.

Filters: Heating filters are government-furnished and maintained.

Name Plates/Signs: Name plates/signs are not utilized.

SECTION B – RESIDENT RESPONSIBILITIES

Social Visit Policy: All guests must be at least 18 years old, be escorted at all times and are normally prohibited between hours 0100-0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized. Residents may sponsor guest(s) only in the building in which they reside. A guest is anyone invited by a resident to a dormitory building or room the guest is not assigned to. A guest will be permitted to visit a sponsor in his or her room and common areas.

A guest will not be permitted to reside or sleep in dormitories/rooms without prior approval of their suitemate and the 423 ABG/CC. Guests shall remain in the dormitories no later than 0100 hours unless otherwise approved. Residents requesting guests should route their request through their Suite-mate, Senior Enlisted Leader, assigned CC, Dorm Manger, and the ABG/CC. A dormitory order form will be signed to this effect on your assignment.

A guest will not use laundry facilities or showers in any dormitory unless approved per above.

A guest may use the latrine facilities.

Leave or Extended TDY to include Deployments: You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the UH Manager in writing, of your intended absence and the name of the person you designate to care for your room. At your request, your UH Manager will check on your quarters.

Maintenance and Repair (M&R): Promptly notify the UH Manager, during normal duty hours, of any defective, broken or malfunctioning, equipment or fixture. **For emergencies, after duty hours, contact 268-3163.**

Damages: You will be held liable and accountable for loss or damage to equipment or furnishings you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH Manager can fully explain your options to repair or replace damaged items and the method of payment.

Repair Costs. The item below is the most commonly damaged and destroyed and shows the typical cost. Costs may vary, depending on circumstances.

Damage	Estimated Cost	Remarks
Carpet	\$300	Heavily stained
Lost keys	\$5	Key replacement

Environmental: Items such as trash, paint, thinner lighter fluid, engine oils, engine coolants, car grease, and other similar products must **NOT** be poured into the plumbing or drainage system or on the ground. Automotive tires and batteries must be properly disposed, contact the Environmental Flight at 268-3168 for instructions.

SECTION C – CLEANING STANDARD

Windows: Occupants are responsible for cleaning the inside and outside of windows, tracks and windowsills. Report damaged or missing screens to the UH Manager. For security reasons, lock windows when you leave the room.

Kitchens: Whether assigned kitchenette or common use kitchen, all occupants are responsible for cleanliness. Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. To avoid permanent damage to countertops, do not place hot pots, pans, and utensils on countertops. Also, do not pour grease or food down drains as it solidifies in the pipes and clogs the drain. Kitchenettes are part of room inspections and assigned groups will be responsible for that particular kitchenette.

Bathroom: Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, please clean frequently to prevent mold and mildew stains. If the stains will not come off, request a new one from the UH Manager. Clean tub and shower walls periodically with a product made to remove mildew.

Floors: Excessive water can damage any floor. To avoid floor damage and to provide a safe environment, ensure floor is dry of excessive water.

Carpets: Vacuum and shampoo carpets, as needed.

Walls: Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects. Do not fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls. Suitable items the self-help store maintains for dorm residents are paint, brushes, rollers, masking tape, trays, filler, sandpaper and drop cloths.

Painting: A completed AF Form 332 must be approved by the UH Manager prior to painting your room. On move-out, you must restore the walls to its original color. This will be at your own expense.

SECTION D – FIRE PROTECTION

The fire department is responsible for instructing residents on the procedures to follow in case of fire. All residents will receive a briefing on fire prevention instructions at the base newcomers briefing, plus they will receive Annual Facility Fire Training which covers actions in the event of fire. In the event of an accident, fire instructions are on the back of the entrance door of the dorm rooms.

Fire Evacuation Plan. A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the base fire department at 268-3638.

FIRE REPORTING

In case of a fire in your room or UH facility, immediately notify the base fire department at:

**01480-841911 from your mobile
841911 commercial phone line
911 from DSN telephone line
999 from Off-base location**

Smoke Detectors. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. The Fire Department is responsible for inspecting smoke detectors.

Give the fire alarm operator your name, dorm number-- Building 652 and street name—Oklahoma Street.

Do not hang up until you are sure the information has been received correctly.

REPORT ANY FIRES, REGARDLSS OF SIZE

Flammable Storage: Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense or any open flame.

Barbeque Grills: Barbeque grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories; however, you may store your grill for personal outings.

Space Heaters: Space heaters of any type are prohibited in dormitories.

Cooking: Cooking in dayrooms and resident sleeping rooms is prohibited, except in microwaves. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchens. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. All kitchens are fitted with dry chemical extinguishers that can be initiated via actuator at the exit door to the room. NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Housekeeping: Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

Extension Cords: Extension cords must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner.

Direct additional questions on fire prevention to the base fire department by phoning 268-3638.

SECTION E – SECURITY FORCES

The Commander is responsible for controlling and safeguarding base property. When notified, the Security Forces will investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the Security Forces at 268-2400.

Firearms and Fireworks: Weapons, flares, fireworks, ammunition or any type of explosive devices are **PROHIBITED** in the dormitory and punishable under Article 92, of the UCMJ. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches. All types of guns designed to propel a missile (BB, pellet, bullet, etc.) whether by air, gas or other means are **PROHIBITED**. Items such as stun guns are **PROHIBITED**. All firearms must be registered and stored with the Security Forces Squadron. For more information, please phone 268-5100.

Crime Stop: For immediate response to a crime in progress, telephone 268-2400.

SECTION F – GOOD NEIGHBORS

UH living and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

Noise Control: Excessive noise is the primary complaint received by the UH Manager. Many residents work shifts and sleep during the day. Please be considerate.

Parties: Complaints concerning noise and partying can be avoided by gaining approval from the UH Manager and informing neighbors prior to the party. Designate responsible POC for the event, ensure you clean up after the event and ensure non-residents are out by 0100 hours.

Excessive stereo and television volume: Don't assume your neighbors enjoy the same type of music or television programs that you do—please keep the volume down inside and outside your room.

Vehicle Repair Work: To maintain the desired appearance of the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles—use the Auto Hobby Shop.

SECTION G – SPECIAL CLIMATIVE CONDITIONS

There are no natural disasters prevalent to the area.

SECTION H – COMMUNITY RESIDENTIAL ACTIVITIES

Dormitory of the Quarter: On a quarterly basis, a room is chosen by the First Sergeant and/or SECA that is clean, orderly and well maintained. A certificate, along with base vouchers are presented to the room winner.

Dormitory Resident Floor Chiefs: In an effort to provide the best quality of life and the continued safety and security of dormitory residents, we have established the Dormitory Council and Floor Chief Programs as an additional emphasis on the oversight and welfare of dormitory residents.

The Chief of Unaccompanied Housing will coordinate with 423 ABG/CCF, Dormitory Council, Dormitory Manager, and base enlisted leadership to appoint Dormitory Floor Chiefs for a period of one year. Floor Chiefs are selected by rank and experience (when applicable) to assist in maintaining an atmosphere of good order and discipline. The Floor Chiefs will essentially act as advisors to all dormitory occupants. Residents will be notified who their Floor Chiefs are and how to contact them. This information is

imparted to residents upon in-processing/assignment to the dormitory. Recreational rooms requiring sign-out keys from Floor Chiefs will have POC details posted.

At no time will Floor Chiefs engage in confrontation with residents. Problems beyond the capability of the Floor Chief to resolve will be immediately referred to the 423 ABG First Sergeant or JAC SECA for resolution. Crimes will be reported immediately to Security Forces Squadron, 268-2400.

Dormitory Council: Dormitory Council is in-place with active participation. As council members relocate, new members are elected into the vacant positions. Dorm Munchies are served the first Wednesday of the month and preceded by the Dormitory Council meeting.

Quiet Hours: Quiet hours are 24 hours a day, 7 days a week. There are shift workers in the dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside or through the walls, it is too loud.

Alcohol: Underage drinking of alcoholic beverages is prohibited.

Smoking: Smoking is prohibited in dormitory rooms, to include common areas and walkways. The only places allowed for smoking are in the BBQ areas in the front and side of the dormitory building.

SECTION I – TERMINATION OF UH

Giving Notice: We require 30-days notice of termination (exception of short notice PCS). When you know you are leaving, please do not wait for orders. Call or visit the UH Management Section for departure arrangements. If you notify the UH Manager promptly, they can schedule your prefinal and final inspections and assist you with your upcoming move. You can obtain information about your next duty assignment from the Airman and Family Readiness Center.

Pre-final Inspection: This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH Manager also identifies normal maintenance and damages above normal wear and tear. The UH Manager will provide a cleaning checklist and can discuss your individual cleaning requirements.

Final Inspection: This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pre-termination inspection. If you fail your final inspection, ask the UH Manager to schedule a re-inspection as soon as possible.

Attachment 2

UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS CHECKLIST

UH residents are responsible for ensuring assigned quarters meet cleaning standards as established by the installation at the time of termination. The UH Manager may reduce or delete requirements due to scheduled M&R to avoid unnecessary cleaning.

UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS - CHECKLIST		
<p>General Statement: A UH resident is responsible to clean his or her room prior to out-processing the installation or before BAH is authorized.</p>	<p>Cleaning Standard: All items must be cleaned to include removal of dirt, debris, mold, mildew, stains, soap scum, sticky residue and dust. Floor/ground surfaces must be free of heel marks, swept, mopped, vacuumed and shampooed as required. Glass areas must be free of streaks. Furniture must be cleaned and polished. Drawers in furniture and cabinetry must be emptied and cleaned. Walls and ceilings must be free of marks and cobwebs. Appliances must be free of food particles, grease and mildew to include the interior, exterior, top and bottom.</p>	<p>Pass/ Fail</p>
Exterior	Exterior Area Around Room, Front Door, Edge of Porch/Balcony	
Windows	Windows - Exterior and Interior	
	Window Screens	
	Window Tracks and Sills	
	Windows Blinds/Rods	
	Draperies, Comforter	
Furnishings	Furniture (including Upholstered Furniture) Items, Mattress	
Floors	Carpeting	
	Baseboards	
	Thresholds	
Walls/Ceiling	Light Fixtures (including Globes) with Working Bulbs	
	Ceiling Fan (including Blades)	
	Walls, Ceilings, Doors, Door Jambs	
Bathroom	Toilet, Toilet Tanks	
	Sink	
	Shower/Tub (including Shower curtains)	
	Vanity, Countertop, Mirror	
	Soap Dish, Towel Holder, Toilet Paper Holder	
Miscellaneous Areas	Closets or Wardrobes	
	Trash Cans	
	Light Switches, Outlets	
	Keys	

Attachment 3

CHANGE OF OCCUPANCY MAINTENANCE (COM) CHECKLIST

The Air Force is responsible for ensuring assigned quarters are acceptable for occupancy by military members. Repairs should be accomplished during change of occupancy in preparation for a new resident. The UH Manager identifies work requirements to the proper agency for repair.

CHANGE OF OCCUPANCY CHECKLIST	
Entrance/Exterior	Full/Partial Paint
	Repair/Replace Door, Frame
	Adjust/Repair/Replace Door Closer, Locking Mechanism,
	Door Jambs, Threshold
	Repair/Replace Peep Hole
	Adjust/Replace Weather Stripping
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Blinds/Rods/Draperies
	Repair/Replace Window Screen/Window Locks /Track
	Bathroom
Repair/Replace Toilet Seat	
Tighten/Recaulk Toilet Base	
Adjust/Repair/Replace Vanity Door	
Recaulk/Repair/Replace Vanity Top	
Repair/Replace Towel Rack	
Repair/Replace Toilet Paper Holder	
Repair/Replace Bathroom Door	
Repair/Replace Bathroom Door Stops, Locking	
Repair/Replace Vanity Sink	
Repair/Replace Vanity Faucet	
Repair/Replace Vanity Sink Stopper	
Repair/Replace Exhaust Fan	
Repair/Replace Shower Doors/Rod/Curtains	
Repair/Replace Showerhead	
Repair/Replace Light Fixture	
Floor Vinyl	
Sleeping Room	Full/Partial Paint
	Repair/Replace/Paint Baseboards
	Repair/Replace Ceiling Fan
	Repair/Replace Light Fixture
	Repair 110 outlets/240V
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Mechanism, Door Jambs, Threshold
	Adjust/Repair Closet Door
	Adjust/Repair/Replace Closet Rod
	Replace Carpeting
	Repair/Replace Blinds/Rods

Attachment 4

BAY ORDERLY CHECKLIST

The UH Management Section Chiefs are responsible for managing a bay orderly program that ensures UH campus areas are maintained to a cleanliness standard consistent with local policy. Bay orderly program is comprised of residents detailed by individual units to perform required duties.

BAY ORDERLY DUTIES	DAY:
EXTERIOR	
Collect trash and debris in a 100 yard radius surrounding your building	
Collect trash and debris in dumpster containment areas	
Collect trash and debris from the gazebos	
Sweep dumpster containment areas	
Sweep exterior stairwells ensuring trash, debris and/or cigarette butts are removed	
Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed	
Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed	
Sweep gazebos ensuring trash, debris and/or cigarette butts are removed	
Remove spider webs from exterior stairwells, balconies and gazebos	
Empty all trash receptacles to include gazebos and replace trash liners	
Remove trash and debris then sweep bike storage areas	
Remove weeds from sidewalks, parking lots, and parking lot islands	
DAY ROOM	
Collect and dispose of all litter and debris	
Empty all trash receptacles and replace liners	
Clean windows, interior and exterior	
Clean wall surfaces	
Inspect for and remove all spider webs	
Clean, polish, dust and straighten all furniture and equipment (vacuum as needed)	
Sweep and mop or vacuum the floors as applicable to type of floor	
Clean TV	
Dust and clean all wall art	
Clean interior light fixtures, replace light bulbs as needed	
STAIRWELLS	
Collect and dispose of all litter and debris	
Sweep daily and mop as indicated, all stairwells	
Sweep and mop or vacuum all hallways and foyers	
Inspect for and remove all spider webs	
Clean, polish, dust and straighten all furniture (vacuum as needed)	
Clean, polish, dust and straighten display cabinets	
Clean and polish doors, interior and exterior	
Clean interior light fixtures, replace light bulbs as needed	
Clean wall surfaces	
COMMON AREA BATHROOMS	
Clean and sanitize toilets	
Clean and sanitize sinks	
Clean and sanitize soap, paper towel and toilet paper dispensers	
Replace soap, paper towels and toilet paper as needed	
Inspect for and remove all spider webs	
Clean mirrors	
Clean interior light fixtures, replace light bulbs as needed	
Clean and sanitize walls	
Sweep and mop floors	

LAUNDRY ROOM	
Clean washers and dryers inside and out, report noted damage to UH management	
Remove lint from lint traps on dryers	
Dust furniture	
Sweep floors daily and mop floors as indicated	
Sweep and mop floors behind washers and dryers	
Clean wall surfaces	
Clean interior light fixtures, replace light bulbs as needed	
Clean and sanitize sinks	
Clean windows and doors, interior and exterior	
Dust and clean all shelves and exposed pipes	
KITCHENS	
Clean and sanitize all appliances	
Clean and sanitize sinks	
Clean and sanitize countertops and wall surfaces	
Polish cabinets	
Clean interior light fixtures, replace light bulbs as needed	
Sweep and mop floors	

Attachment 5

UNACCOMPANIED HOUSING (UH) ROOM CONDITION CHECKLIST

UH Managers and residents are responsible for ensuring the UH room is inspected upon assignment and termination and the room condition annotated in writing and acknowledge by both the residents and the UH Manager.

Dormitory Room Condition Verification					
Eldg. _____	Room # _____	Resident _____		Date _____	
	Condition (Excellent, Good, Fair, Poor)	Type of Damage (Hole, Scratch, Gouge, Dent, etc.)	Location (Top, Bottom, Front, Back, etc.)	Remarks	
Room Exterior					
Main Entrance Door					
Doorframe/Threshold					
Door Hardware					
Windows/Screens					
Sleeping Area					
Main Entrance Door					
Doorframe/Threshold					
Door Hardware					
Door to Vanity					
Windows/Screens					
Window Coverings					
Walls					
Ceiling					
Light Fixtures/Ceiling					
Fans					
Receptacles					
Baseboards					
Carpet					
Closets					
Closet Door					
Bathroom & Vanity					
Door, Interior					
Door, Exterior					
Vanity and Sink and Fixtures					
Mirror					
Toilet					

Dormitory Room Condition Verification		
Floor		
Walls		
Shower/Bathtub		
Light Fixtures/Switches		
Electrical Outlets/Covers		
Ceiling		
Member Signature and Date:		
UH Manager Signature and Date:		

